

ABBOTSFORD PARKS, RECREATION & CULTURE

**REC
SCHOOL**
PLAY & LEARN
PRE-K PROGRAMS

SKATE

SWIM

GYM

2023/24

PARENT HANDBOOK

DIRECT2REC.COM





Welcome Parents, Guardians and Students to our Play & Learn Pre-K Program!

Thank you for registering your child(ren) in Play & Learn! We look forward to getting to know you and your child(ren) this school year. We are committed to ensuring that your child will have a positive learning experience. Should you have any questions or concerns, please do not hesitate to ask!

PHILOSOPHY

We believe that every child has a special style, personality, and potential which makes him/her a unique individual. We facilitate and lead experiences that encourage creativity, physical literacy and play through a variety of structured/unstructured recreational experiences. We understand the importance of fostering positive recreational experiences for the healthy development of your children.

We incorporate a variety of concepts of play that are proven to result in positive developmental experiences for children.

We encourage you to visit outsideplay.ca to learn more.

Recreation Based Play: As a recreation based program we encourage the participation in a variety of recreational experiences. The opportunities are endless but some include: arts and crafts, reading, playing games/sports, swimming and skating. Your child(ren) will be encouraged to engage in a variety of these experiences that enhance their overall wellbeing.

Physical Literacy: Physical Literacy promotes children to master their fundamental movement skills. These skills allow them to become more confident in their physical abilities and promotes children to become active for life!

Outdoor Adventurous Play: This type of play encourages children to engage in thrilling and exciting forms of outside play where they are able to test their limits. Encouraging this type of play fosters positive developmental experiences for children resulting in benefits to their cognitive, social and physical well-being. Some examples of this include: playing at high speeds, with heights, near elements, and rough and tumble play. This play concept is practiced with trained staff who are able to identify hazards and assist children in setting boundaries.

ABBOTSFORD RECREATION CENTRE REC SCHOOL

2.5YRS - 3.5YRS

SKATE & GYM

Mon/Wed 12pm - 2pm 70/\$1414

SWIM & GYM

Tues/ Thurs 9:30am - 11:30am 76/\$1535.20

3.5YRS - 5YRS

SKATE & GYM

Mon/Wed 9:30am - 11:30am 70/\$1414

SWIM & GYM

Tues/ Thurs 12pm - 2pm 76/\$1535.20

REGISTRATION

There are two ways to register:

ONLINE: Registration online is now available; however, full payment for school year is required.

PHONE: Registration by phone provides the option of setting up monthly payment plans. Payments are withdrawn on the 1st day of each month. Classes are priced at \$20.20/class.

*Please note there is a one-time \$50 non-refundable deposit required to hold your child's spot

At the time of registration for Play & Learn, you will need: to complete:

- **Completed registration form and waiver**
- Credit card to set-up pre-authorized monthly payments (Play & Learn program fee will be paid in full on the first of every month using the Credit Card on file)

CANCELLATIONS, WITHDRAWALS & REFUNDS

CANCELLATIONS

Play & Learn is scheduled to follow the school districts calendar with school closures, holiday breaks, professional days and early dismissal. In the event of inclement weather conditions, power outages, emergencies, and/or utility disruptions the centre may close. Play & Learn will follow the ARC's safety protocol and cancel the program for that day(s) if necessary.

WITHDRAWALS & REFUNDS

Should you wish to withdraw your child from the program the City's policy is that parents/guardians must provide in writing that you wish to withdraw your child from the program and give a **minimum of 15 days notice** prior to the start of the next month/ payment.

All requests must be emailed to recschool@abbotsford.ca. Any requests submitted with less than 15 days notice will be subject to a late withdrawal fee (\$5) and the possibility of the next month's payment being processed.

Refunds will be processed and returned to the individual account should the program be cancelled for any reason.

Program payments are paid monthly and does not include dates that your child does not attend program. Should your family go on short-term holidays or not require access to the program for any reason, the monthly fee will still apply to maintain your child's spot in the program.

SAMPLE CURRICULUM

The following example is subject to change in order to meet the children's needs. Also note that when the ice is removed in approximately April, the skate portion will be replaced by an additional day in the gymnasium or outside time.

MONDAY/WEDNESDAY

9:30am	Open Play & Craft
10am	Skating on Pond or Active Gym Games/Sports
10:45am	Snack
11am	Circle Time
11:30am	Pick up time

TUESDAY/THURSDAY

12pm	Open Play & Craft
12:30pm	Life Saving Society Swimming Lesson or Active Gym Games/Sports
1:15pm	Snack
1:30pm	Circle Time
2pm	Pick up time



SWIMMING/SKATING

Play & Learn participants registered in the Skate/Gym class will skate once per week. Participants registered in the Swim/Gym class will swim once per week. Skating and swimming sessions are subject to change with limited notice and are dependent on pool/ arena availability.

Please note the Ice Experience (pond) closes at the end of March. Students will participate in additional gym or outside time.

DROP-OFF /PICK-UP

When possible, please settle and drop your child off within the first 5 minutes of group start time. Doors will open 5 minutes prior to start of class for drop off. Parent will drop off and pick up outside the building in the Play and Learn playground outside the classroom located on the side closest to the High school.

CLOTHING AND OTHER ITEMS TO BRING

Please bring in a clearly labeled reuseable bag or backpack each day:

A full change of clothes (in case of toileting needs or snack spills), an extra pull-up if needed, and a water bottle and snack. Please send your child in clothes that suit the weather. We will provide paint smocks for crafts. Children will also need a pair of non-marking, indoor running shoes. In reuseable bag include: Swim suit, and towel for swimming (no goggles or flotation devices) and helmet and warm clothing for skating (skate rental included)

It is important that all of your child's belongings are clearly labeled.

*Please note that toys brought from home are discouraged as they may be used by other children or could get lost.

NUTRITION

Please pack a snack that is ready to eat (cut to appropriate size for your child). Water is preferred. Please pack peanut/nut free foods. *Please alert Instructor of any relevant allergies.

DIAPERING & TOILETING POLICIES

The comfort and wellness of your child comes first. When possible, it is strongly encouraged that you please help the staff maintain your child's comfort by encouraging toileting before you come.

*Please note that children registering for this program are required to be toilet-trained. If your child is new to independent toileting and still prone to accidents, please consider sending your child in a pull-up diaper. Staff will not change diapers and parents will be contacted if an accident occurs in the diaper.

HEALTH & WELLNESS MEDICAL INFORMATION

It is vital that parents/guardians share your child's medical history with us at the time of registration (i.e. allergies, asthma, special medication, behaviour challenges, etc.).

INJURY

Minor injury: If your child sustains a minor injury while at the school, staff are trained and will provide first-aid treatment. Staff will report the incident to parents/guardians at time of pick up.

Major injury: In the case of an injury requiring medical attention, the child's parents will be notified immediately. Any injury to the head will be reported regardless of how minor and parent will be contacted immediately. If we are unable to contact a parent/guardian the alternative contact person will be called.

HEALTH & SAFETY

In the event of illness, we ask that your child not attend the program. For the health and safety of staff and children, if your child has a communicable disease, please notify recschool@abbotsford.ca immediately.

Your child is not permitted to attend if any of the following symptoms are present:

- Communicable illness (chicken pox, measles, hand, foot and mouth, etc.)
- Diarrhea
- Eye infection
- Fever
- Persistent cough
- Scabies
- Yellow/green mucus running from child's nose
- Skin infection
- Vomiting

In the event your child becomes ill at the program we will contact you immediately for pick up. If we are unable to get ahold of you, we will contact the emergency contact as stated on participant information form. While awaiting pick up we will provide the child with somewhere quiet to rest and do our best to make them comfortable. Once your child has been symptom free for 24-hours they will be permitted to attend the program again.

EMERGENCY PROCEDURES

All staff maintain current first-aid certification and earthquake preparedness training. In case of a fire, long term power failure, extreme weather conditions or an evacuation of the facility due to a real situation, parents will be notified as soon as possible, including the alternate location of where to pick up your child(ren). Parents will be notified by phone when possible or by a notice posted at the facility. To prepare children for emergency procedures, emergency drills are practiced with the group.



CHILDCARE POLICIES & SAFETY PROCEDURES

Staff are First Aid & CPR certified. Staff will ensure the following common safety practices are implemented at all times:

- A well-stocked first aid kit will be easily available to all programming areas
- Staff will ensure that children understand expectations regarding appropriate behavior. An activity will not start until there is a clear understanding and agreement about safety policies/procedures
- Staff will maximize their view of children and activity areas at all times
- Equipment will be checked on a regularly
- Hazardous objects and materials will not be stored in areas used for children's activities
- Equipment will be suitable for the age and abilities of the children
- Outdoor play areas will be checked for hazardous objects prior to use and staff will dispose of hazardous objects in a safe manner



LOST CHILD PROCEDURE

1. Staff will gather the group together and perform a head count.
2. Staff will talk to the children and ask when they last saw the missing child.
3. The remainder of the group will be kept together and safely supervised.
4. A quick, initial search of the area will be conducted.
5. After 5 minutes (max), staff will contact the office and notify the Recreation Coordinator/ Manager/CSR's immediately.
Staff will do their best to provide the following information:
 - Child's name and age
 - What the child was wearing
 - When and where the child was last seen
 - Where the rest of the group is and who is supervising them
6. Supervisory staff will be immediately notified to begin the searching process and contact emergency services and the missing child's parent/guardian.

The City of Abbotsford aims to provide children with a rewarding experience by allowing them to grow and learn in a safe and fun environment. This requires cooperation and consideration for the rights and property of others.

The following behavioral expectations will be emphasized:

- Children may not go out of sight of a leader/instructor without permission for any reason
- Children will be requested to line up and settle down before moving from one location to another

- Children will have an opportunity to provide a legitimate reason for being unable to participate in a planned activity. It is the goal of the leader to help the child become involved in the group activity



RESPECTFUL AND BEHAVIORAL MANAGEMENT POLICY

The City of Abbotsford aims to provide children with a rewarding experience by allowing them to grow and learn in a safe and fun environment. This requires cooperation and consideration for the rights and property of others.

The City of Abbotsford abides by the Respectful Workplace Policy which outlines:

Abbotsford's commitment to provide a respectful work environment where all employees, elected officials, volunteers, suppliers and contractors act and are treated in a fair and respectful manner. The City will not tolerate or condone discrimination, harassment, bullying or any other disrespectful behaviour at our workplaces/ school. Consequences will occur from non-compliance of this Policy will be determined on a case by case basis, taking into account the relevant circumstances. Play & Learn staff, students and parents are expected to abide by this policy in all interactions and activities.

The following behavioural expectations will be emphasized:

- Children will be given positive, clear, simple, and consistent instructions regarding appropriate behaviour. Children will work with program staff to identify appropriate behavior during program and agree to abide by it.
- Program leaders will encourage all children to participate in every planned activity. The goal of Play and Learn is to support every child's growth through active participation and engagement.
- All participants are expected to abide by the Respectful Workplace Policy. Students who are not following this code of conduct will be removed from participating in the activity until they are able to behave more appropriately.
- It is unacceptable for a child to hurt others or the surrounding environment (i.e. equipment, furniture).
- One-to-one discussions, and verbal warnings/ redirection will be the primary method of behavioural management.
- Behavioural problems will be treated with confidentiality. Incidents will not be discussed with other children or parents and will be limited amongst staff.
- Play & Learn staff will discuss any serious behavioural problems that have occurred during the day with parents/ guardians at time of pick-up.
- Discipline is based on consistent rules - children will be treated with respect
- Physical restraint will only be used if a child presents a physical danger to themselves or others
- Under no circumstances will physical punishment be used.
- Continuing defiance of behavioral expectations by a child may result in the removal of that child from the program

PLAY & LEARN

PRE-K PROGRAMS

FREQUENTLY ASKED QUESTIONS

TELL ME ABOUT REC SCHOOL SWIM/GYM

The students will take a Lifesaving Society swimming class once a week for 30 minutes. Students should arrive wearing their bathing suit under their clothes. The instructor will take all of the students into the women's change room and help them to get ready for their lesson. While the students are in their swim lesson, the teacher will be available to help the students who need to go to the bathroom, or those who need a little extra coaching to get in the pool. When the class is over the teacher will then take the students into the women's change room for a quick rinse shower and assist where needed with getting dressed. Our instructors are very used to this, as they often have to help students when going to the bathroom, as well as assist with accidents when they happen. Remember to bring a reuseable bag for the wet clothing. On gym days the students get 30 mins of gym time where they will work on their Physical Literacy (Active Start) skill-based techniques through games and sports.

TELL ME ABOUT REC SCHOOL SKATE/GYM

Once a week the students go skating for 30 minutes. We start slow, the first few times the students only walk on the ice, then progress to standing with skates on, and finally to assisted skating. We provide the skate rentals, but you need to bring your own helmet (bike helmet okay) and warm clothing and gloves (snow pants are not required). Staff will assist participants with putting on skates and helmets. On the other day the students get 30 mins of gym time where they will work on their Physical Literacy (Active Start) skill-based techniques through games and sports. Participants may bring their own skates and helmets (please label).

WHY IS THE COST DIFFERENT EVERY MONTH, WHEN THERE ARE SHORTER MONTHS AND CANCELLATION DATES?

Play & Learn program fees are different every month as pricing is based on the number of classes in each month. Some months there are more classes and some months there are less classes, this is due to holidays and breaks. Play & Learn calculates program fees based on \$20.20 per class and is multiplied by the number of classes in a school year.

WHAT DO I NEED TO SEND?

Please send a nut free snack and a water bottle with the child's name on it. It is also a good idea to bring a change of clothes, non-marking clean indoor runner and either a warm jacket for skating, or a swimsuit and reuseable bag for swimming.

DOES MY CHILD NEED TO BE POTTY TRAINED?

Yes, your child needs to be able to go to the bathroom on their own with minimal support from the staff.

WE DO
RECREATION **BEST**

